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AUTHOR Burtnett, Olga J.
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ABSTRACT

A guide to personal letter writing for foreign language classes provides ideas, formats, and useful information for an instructional unit and student projects. The first section outlines unit goals and offers ideas for activities and assignments. These include class pen pals, teacher and parent letters, holiday letters, follow-ups for telegrams, classroom correspondence partners, identity games, ransom notes, fill-in-the-blank letters, love letters to oneself, letters of reference, a secretarial assignment, simple notes, and celebrity letters. Additional materials include a pen pal address form, letter planning sheet, outline of letter parts, descriptions of three major European cities (Barcelona, Frankfurt, and Paris), and practical hints and vocabulary for overseas correspondence. Another section provides language- and culture-specific information and letter samples for Spanish, German, and French. A section on evaluation gives suggestions and forms for testing students. The guide concludes with a list of celebrity addresses, additional writing assignment ideas, and a unit evaluation form. (MSE)

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# IDEABOOK

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# WRITING ASSIGNMENTS FOR THE FOREIGN LANGUAGE CLASS

OLGA J. BURTNETT
SPARTANBURG HIGH SCHOOL
SPARTANBURG, S. C.

FL017570

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# IDEABOOK

OLGA J. BURTNETT
SPARTANBURG HIGH SCHOOL
SPARTANBURG, S. C.

(803) 594-4410

In order to stimulate student interest in the study of foreign language and to demonstrate application of classroom studies, this ideabook emphasizes practical uses of foreign language concepts through letter writing.

Since students enjoy writing that allows them the freedom to be creative, the activities included here are geared towards their interests. In many cases the activites were developed by the students themselves.

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(Thank you Betty, Robin, Lori, and Joe!)

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SUGGESTIONS:

The Letter Writing Unit may be done at any time during the year. Be aware, however, that a response from a celebrity may take as long as six months. We received many responses, especially from politicians and sport figures.

Students should request only a response in the form of a letter, postcard or an autographed picture.

Letters and pictures should be displayed around the room or on a bulletin board as they are received. (It is a good idea to laminate the letters and pictures before displaying them.)

# LETTER PERFECT: WRITE ON !!

The goal of this unit is to involve foreign language students in worthwhile assignments while guiding them through the process of writing in the target language.

Of all the writing assignments that I give my students each year, letter writing is, without a doubt, their favorite assignment. Letter writing is a skill that the students learn readily because they see a real use for it. They are not only writing for a real audience, but also they are exchanging views and getting feedback from a source other than the teacher.

In my classes we have tried many forms of letter writing. We begin by drawing names to write each other anonymous short notes for a week. In our notes we praise the receiver for something (s)he has done or for some good quality (s)he posseses. Each day at the beginning of the period the letters are left in a box placed on my desk for this purpose, and at the end of the period I distribute the notes. Everyone reads his/her note and everyone leaves class with a smile.

In more advanced classes the assignments become more complicated, but the results are the same. The students enjoy writing and reading letters, and they develop a sense of achievement that becomes an incentive for further writing.

Following are some of the ideas we have succesfully completed and enjoyed:

1. Class Pen Pals:

As a class we have written other Spanish classes. In order to complete this assignment the teacher must first contact other teachers who are interested in becoming class pen pals. I contact local, state, out of state and out of the country teachers to help me with this project. Most of the teachers that I have contacted have willingly accepted the offer and have graciously had their classes correspond with mine. (I contact people I have met at meetings and workshops, friends, friends of friends, etc.)

The class as a whole writes the first few letters, later the correspondence may continue as a class project, or it may be individualized. (See handout 1 for address exchange form).

When writing pal classes the students like to exchange items such as post cards (that way they know what each other's cities look like), pictures (they finally put faces and names together!) and any other item that the class thinks the pals would like.

**One of our pals from New Orleans sent us samples of objects collected during Mardi Gras. This gave our class an opportunity to discuss carnivals, etc.

Pen pal letters are one of the students' favorite writing assignments.

2. Teacher Letters

About two weeks before Thanksgiving I ask my students to think of a teacher who has meant a lot to them. (Everyone has a favorite teacher!) Then I ask them to write a letter to that teacher in Spanish, of course, thanking him/her for having being a special teacher, and telling them why they like him/her so much. Students bring their letters to class and I put them in the teachers' boxes without any explanations. The results are amazing. Soon I see teachers trying to figure out what the letters say and who they are from. (The students sign their Spanish names)
There are many reasons for this assignment. It is a good-will gesture, it teaches students to thank others for what they have done for them, and it helps students practice Spanish, first by writing the letters and then by serving as translators for the teachers.

3. Parent's Letters

I like to keep in touch with the parents of my students to let them know how their children are doing. Once when one of the students announced to the class that I had written a letter to his parents someone in the class asked him if it was written in Spanish. (Kids always have the best ideas!) Immediately I took notice and started writing to the parents in Spanish. With the letter I enclose a note explaining to the parents that they will need help from their children in understanding the letter and, sure enough, the children are more than happy to serve as translators since the letters always express my "joy and excitement about having such a fine youngster in my class."

4. Christmas Letters

Christmas lends itself to writing letters. After discussing in Spanish "Yes, Virginia, There Is a Santa Claus," the students write letters to "editors" from a child's point of view asking some things which may puzzle children. The letters, which are not long, are very creative, revealing the child in everyone.

This is also the time of the year when students write letters to Santa Claus, the Three Wise Men, etc. explaining what they would like to receive for Christmas and why they desrve it.
For this assignment students may write from different points of view. i.e. a child, an older person, the president of a certain country, etc.

5. Telegram Follow Up

Telegram Follow Up is a good exercise for journal entries. After giving my students a page with several "telegrams," I explain the procedure, and assign one letter weekly for three weeks. The students are responsible for keeping the letters in their journals. On Fridays the students exchange letters with two partners. The partners point out mistakes and offer constructive criticism. Super-duper letters (voted by the partners) are read out loud and discussed. The students write their final drafts and keep both drafts in their notebook.

PROCEDURE:

(Students receive a handout with the following information)

You just sent a telegram. A letter is to follow the telegram explaining what actually happened. Choose one of the telegrams given and then write the follow-up letter giving as many details as possible of what took place, who was involved, etc.

Telegrams:

(The telegrams should be written in the target language)

1. Luisa: Call me. Emergency. Mother.

2. Ana: New job. New life. Teresa.

3. Pancho: Hole in the ceiling. Julio in the hospital.

Maria.

4. Lilia: Mother broke her arm. Dad his leg. Joe his nose. Ester.

5. Sra. Burtnett: Using Spanish everyday! Roberto

The students enjoy trying to outdo each other writing creative letters.

(When teaching students to summarize, the reverse procedure may be taught. Give the students a letter and have them write the telegram.)

6. <u>"Personality" Letters</u>

A friend of mine gave me the following idea. She got it a few years back from the "The Clearing House" magazine. She used it with her English classes and the students liked it, so I figured mine would like it too. They loved it!

<u>PROCEDURE</u>:

(The students receive a handout with the following information)

After giving you time to study the following list, I will ask you to choose a name. (Keep it a secret!)

For the next three weeks you will write a letter from this person's point of view to another "personality" that I will assign you. You are to tell each other in your letters about "your famous lives," and about important events that may be taking place around you.

On the fourth week you will reveal your true identities, and you will tell each other about yourselves. Since it is the mailman's resposibility only to deliver letters, I will not grade any of them before delivery.

You should have someone proofread your letters. If you have any questions see me.

(I try to use a variety of names, ranging from Hispanic culture to fairy tales. (All names are given in Spanish, for example, Miss Piggy becomes la senorita Cerdito). I specify that characters MUST write about the times they "live in." That is to say, each person has to stay within his/her time period. For example Christopher Columbus can not write about disco dancing, because he would not know what that is.

Among the non-Hispanic names I give my students are: Tammy Bakker, Snow White, Juliet, Madonna, Little Red Riding Hood, Nancy Reagan, Bill Cosby, and Mark Twain.

** The partners are students from other classes.

** Because the students do not know who will be reading their letters, they are careful to proofread and rewrite until the letters are "perfect."

7. Ransom Notes

As its name indicates this exercise is a spoof on ransom notes.

Procedure:

Ahead of time cut words from magazines in the target language.

Divide the class into groups of four and give each group six or seven words. Each group is responsible for using their words in a meaningful note that conveys a ransom demand. Students may write as many sentences as necessary in order to use all their words and to communicate their message clearly. At the conclussion of the activity, display the letters around the room.

8. Fill in the Blank Letters

Fill in the blanks letters are a good exercise for beginners. As the class holds a brief discussion of a suitable content for an introductory friendly letter, a volunteer writes the suggestions on the board. Then, as a group, the students work to develop a "generic" letter which they can later personalize by simply filling in the blanks. This type of letter teaches weak writers the principle of organization and prepares them for later assignments.

9. Love Letters to Self

I first heard the following idea from Dr. Judy Melton, chairman of the Foreign Language Department at Clemson University. As a valentine assignment one of Dr. Melton's colleagues asks her students to write love letters to themselves. Although it sounds rather egotistical, the

students take the assignment in stride and write some of the best satire you will read. Love Letters to Self has become one of my favorite assignments!

10. Letters of Reference

For this exercise I give each student a fictitious name. The students pretend that they know this person well and they write a letter of recommendation on their behalf. It is up to the students to explain:

1. the reason for the letter.
2. how long they have known this person.
3. their relationship to this person.
4. and to offer a general comment about the person.

11. Secretary

Secretary is an assignment that may be varied in difficulty to suit all levels of language.

Procedure:

Ahead of time have a native speaker record the message. Then, give each student a handout with the following information:

Mrs. Jones,

Yesterday while I was working late I wrote a letter that I would like for you to type while I am out of town. Since it was late and I was tired my handwriting and grammar faltered at times. Upon realizing this, I decided that it would be easier to tape the content of the letter. Before typing the letter, please, listen to the tape and correct the mistakes on my rough draft. Also include the heading and inside address.
I will be back on Thursday.

Mr. Greer

As the students listen to the tape they should correct the mistakes and scribbles on the letter. The scribbled letter should look something like this:

Mr. Clark - I would be sure that you cannot be at the Tri-Hi to the Lake. Can we be to attend the party or will you take note? I think you will be fine.

Thank you

12. Simple Notes

There are many occasions to send notes to friends. As a class we write notes to parents, students, teachers, clubs, etc. congratulating them for a special occasion, an achievement received, to offer support, etc. We also write thank you notes, get well cards, etc. All, of course, in the target language. These good-will notes are easily made by using Printshop, Newsroom, or a similar computer program.

13. Character Letters

This exercise is a good assignment after the class has read a fairy tale or a short story in the target language.

Ask the students to pretend to be a character in the story and to write a friendly or business letter to someone NOT in the story. For example, after reading Goldilocks, a student may write the letter that Papa Bear wrote his lawyer after Goldilocks left his house. This type of assignment encourages creative thinking and ensures that the students process the information gained through the reading.

14. Years Later Letters

This type of letter is similar to Character Letters. After reading a story have students pretend that they are one of the characters in the story writing another character ten years after the book was written. (The letter must include a description of how their lives have changed). The story read must be kept as basis for the information given.

15. Celebrity Letters

Celebrity Letters, written to famous people, are the most exciting to write. After selecting a name from the resource list, the students write appropriate letters. If the celebrety is a native speaker, the letter is written in the target language. If the celebrity chosen is American, the letter, written in English, inquires about the person's knowledge and/or study of foreign languages. Replies are discusseed in class and are displayed on the bulletin board.

Letter writing exercises should reinforce concepts taught in class. Through letters I detect the progress of my students thought and expression.

This is the form I use for address exchange. (Pen pals, etc.)

| NAME | ADDRESS | SCHOOL | GRADE |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## PLAN SHEET FOR LETTERS

1. WHAT IS THE PRIMARY PURPOSE OF MY LETTER?

   .....
   .....

2. IS THERE A SECOND PURPOSE?

   .....
   .....

3. WHAT DO I WANT THE READER TO KNOW OR DO?

   .....
   .....

4. WHY?

   .....
   .....

5. POINTS TO BE COVERED IN MY LETTER.

   1. .....
   2. .....
   3. .....
   4. .....

6. WHAT APPROACH SHOULD MY LETTER TAKE?

   Admission of guilt  Apologetic  Appreciative
   Arouse Curiosity  Ask for help....  Cooperation
   Ask questions  Awareness of Reader's Problem
   Complimentary or Congratulatory  Good News
   Humorous  Personal  Positive vs Negative
   Regretful  Sense of Urgency  Sympathetic

## LETTER WRITING: PARTS OF THE LETTER

Students have been taught letter writing since the primary grades, however, writing a good letter requires careful attention, and practice especially when it is written in a foreign language.

Both friendly and business letters should be courteous, correct and neat. They should be centered on the page with margins at the top, bottom, and both sides.

In English the heading is written in the upper corner. The first line of the heading is the writer's address. The second line is the writer's city, state and the country, if necessary, separated by commas. The zip code follows the state without punctuation between them. (These two lines may be omitted in friendly letters). The third line is the date.

The inside address consists of the name and address of the person written to and it is omitted in friendly letters.

The salutation, a greeting, is followed by a comma. (A colon is used for business letters). The salutation begins at the left margin.

The body contains what the writer wants to say. Each paragraph in the body may be indented.

The closing, saying good-by, is followed by a comma. Only the first letter of the closing is capitalized.

The signature goes below the closing.

There are three styles for arranging letters - indented, block and semiblock. The same style should be used throughout the letter and on the envelope.

Following is a general overview of the three European cities (Barcelona, Spain; Frankfurt, Germany; and Paris, France) used as reference in this unit. Each part contains brief but practical information designed to familiarize the reader with the cities.

Barcelona, Spain

Barcelona, the capital of Cataluna, is the second most important city in Spain. The Barcelona airport is located twenty minutes from the heart of the city. This beautiful city with its mixture of modern and old buildings has many things to offer to its visitors.

The cathedral, located in the Gothic quarter, is an explendid building. After twelve o'clock mass on Sundays, dancers congregate in front of the cathedral to dance "La Sardana" the typical dance of the region. Other places of interest to visit while in Barcelona are the Sagrada Familia a church designed by Gaudi, the Palacio de la Diputacion, many plazas such as the Plaza Nueva, Plaza del Rey, and Plaza Real, the Columbus Memorial, many famous museums, and above all a walk through the Ramblas.

Through out the city the are many small shops, markets, and open air stalls and cafes. Big department stores such as El Corte Ingles and Galerias Preciados are open from 9:30 to 6:00 daily. The Spanish eat delicious foods ranging from simple tapas to sumptuous paellas and cocidos all sold at moderate prices.

The Spanish monetary unit is the peseta. There are 111.92 pesetas to the dollar.

FRANKFURT AM MAIN

Frankfurt, called by many the crossroads of Europe, is a sophisticated city. It is the commercial and financial capital of the Federal Republic of Germany. Travelers flying to Frankfurt arrive at Rhein-Main Airport, a tremendous airport with restaurants, shops, a supermarket, duty-free stores, facilities for busdiness meetings, medical and dentists offices, banks, and even a Mc Donalds! Americans traveling to Germany are required to have a valid passport, however, no visa is necessary. Items for personal use can be taken into Germany duty-free.

The German mark (DM) is the unit of currency. There are 100 pfenning in a mark. Currency may be imported or exported from the country in unlimited amounts. Money exchanges are open from 6 a.m. to 10 p.m. at airports, border-crossing points, and major rail stations. Although must places take major American credit cards, cash or travelers checks are easier to use.

Business hours in Frankfurt are from 9 a.m. to 5 p.m. weekdays. Stores are opened from 9 a.m. to 6 p.m. weekdays and until 2 p.m. on Saturdays. Department stores, however, are opened until 6 p.m. on the first Saturday of each month. Hauptbahnhof (train station) post office is open 24 hours.

A local phone call in Frankfurt costs 20 pf. The time limit of each call is eight minutes on weekdays from 6 a.m. to 6 p.m. and twelve minutes on evenings and weekends. Halfway through the time limit, there is a click, signaling that more money is neeeded in order to extend the call. When time runs out the service stops without warning.

The city of Frankfurt has many attractions such as museums, rides along the Rhein River, the Opera House, numerous Gothic buildings and churches, etc. There are also many dining places and taverns throughout the city. Apfelwein (a strong cider) is a popular drink.

Paris, France

When we think of Paris we think of elegance and glamour in a City of Lights. Orly-Sud, the south terminal of the Orly airport, is located thirty five minutes from the city of Paris. U.S. citizens must have a valid passport and visa to enter France. The French currency is the French franc. There are 100 centimes in a franc. Although many businesses accept major American credit cards, cash or travelers checks are preferred by most establishments.

The French eat their meals later than we do. Paris has many restaurants ranging from brasseries and bistros, to fashionable ones featuring foods exquisitely prepared.

Most stores in Paris are open from 9:30 a.m. to 6:30 p.m. Monday through Saturday. In addition to big department stores such as the Galleries Lafayette and Au Bon Marche, the Rue du Faubourg St. Honore and the Avenue Montaigne near the Champs-Elysees area offer elegant shops and boutiques.

Paris has many fascinating tourist attraction such as the Champs-Elysees, Arc de Triomphe, Place de la Concorde, La Defense, Versailles, Musee du Louvre, etc.

Paris's main post office is located at 52 Rue du Louvre, and it is open 24 hours a day.

WELCOME BIENVENIDOS WILLKOMMEN BIENVENUM

KEEPING IN TOUCH

When visiting Spain, Germany or France if you need to send a letter, parcel, or telegram, or if you wish to receive mail or send or receive money keep the following tips in mind:

. Postage stamps: You may buy stamps at the post office, tobacconist's or from yellow coin-operated vending machines.

. Mailboxes: There are mailboxes located throughout the cities, also in all hotels, tabacconist's and post offices.

. Parcels: For your convenience you should use preformed packages that are sold at most post offices. When parcels are mailed to foreign countries they bear specific labels, consult the post office.

. Telegrams: Fill out a form at the post office, or give a copy of the text at the telegraph counter of a post office. Telegrams may also be phoned in from most hotels.

. Receiving mail: For your address you will be given a code number. When picking up your mail at the post office, a small fee will be charged to you. You will be asked to show your passport or other type of identification when collecting mail When leaving the country, leave a forwarding address where any further correspondence may be mailed to you.

. Sending/ Receiving money: These services are available at the post office. At the post office You may also change currency or, in some cases, withdraw money from your Visa card. However, when paying for services (such as buying stamps, sending telegrams, etc.) the post office will only accept the monetary unit of that particular country.

For your convenience I have included a list of words and phrases which may be helpful to you when visiting a foreign country. The words will be listed first in Spanish, then in German and finally in French.

| | | |
|---|---|---|
| Post Office | | |
| Oficina de correos | Postamt | Bureau de poste |
| Airmail | | |
| Correo aereo | Luftpost | Poste aérienne |
| Mailing list: | | |
| Lista de correos | Postlagernd | Poste restante |
| Sender | | |
| Remitente | Absender | Expéditeur |
| Addressee | | |
| Destinatario | Empfänger | Destinataire |
| Country of Destination | | |
| País de destino | Bestimmungsland | Pays de destination |
| Postage stamp | | |
| Sello de correo | Briefmarke | Timbre |
| Mailbox | | |
| Buzón | Briefkasten | Boîte aux lettres |
| Address | | |
| Dirección | Anschrift | Adresse |
| By air mail | | |
| Por avión | Per Luftpost | Par avion |
| Parcel | | |
| Paquete | Päckchen | Paquet |
| Weight | | |
| Peso | Gewicht | Poids |
| Receipt | | |
| Recibo | Empfangsbestätigung | Reçu |
| Signature | | |
| Firma | Unterschrift | Signature |
| Identification card | | |
| Documento de identificación | | Ausweispapier |
| Pièce d'identité | | |

| | | |
|---|---|---|
| Urgent<br>Urgente | Dringend | Urgent |
| Registered<br>Certificado | Einschreiben | Recommandé |
| Forwarding<br>Reexpedición | Nachsenden | Réexpédition |
| Claim<br>Reclamación | Reklamation | Réclamation |
| Telegram<br>Telegrama | Telegramm | Télégramme |
| Number of words<br>Número de palabras | Wortzahl | Nombre de mots |
| Money order<br>Giro postal | Postanweisung | Mandat |
| Exchange<br>Cambio | Geldwechsel | Change |
| Foreign currency<br>Divisa<br>Devises étrangères | Ausländische Wahrung | |

Commonly used phrases:

Where is the nearest post office?

¿Dónde está la oficina de correos mas cercana?
Wo ist das nächste Postamt?
Où est le bureau de poste le plus proche?

Where is the main Post Office in this town?

¿Dónde está la oficina principal de correos de esta ciudad?
Wo ist das Hauptpostamt dieser Stadt?
Ou se trouve le bureau principal des PTT de cette ville?

How much in stamps will this letter ... post card... cost?

¿Cuál es el precio del franqueo de esta carta ...de esta tarjeta postal?
Wieviel kostet dieser Brief... diese Postkarte?
A combien dois-je affranchir cette lettre...cette carte postale?

I would like .... stamps for (name of country).

Quisiera un sello postal para ...(nombre del país).
Ich möchte Briefmarken für ... (Land)
Je voudrais ... timbres-poste pour ... (nom du pays)

Do you have any letters for ...?

¿Tiene usted cartas para....?
Haben Sie Briefe für ...?
Avez-vous des lettres adressées à ...?

Could you tell me the weight of... the rate for ... this mail?

¿Puede decirme el peso... y el costo del franqueo... de esto?
Können Sie mir das Gewicht...die Gebühren ...für diese Sendung angeben?
Pourriez-vous me dire le poids..la taxe...de cet envoi.

At what time does the next delivery arrive... does the next clearance leave?

¿A que hora parte ... llega... el próximo correo?
Wann geht die nächste Post ab? Wann kommt die nächste Post an?
A quelle heure part...or arrive...le prochain courrier?

I would like to have my mail forwarded

Desearía hacer reexpedir mi correspondencia.
Ich mochte mir meine Post nachsenden lassen.
Je voudrais faire reexpedier mon courrier.

Where can I cash this money order?

¿Dónde puedo cobrar este giro?
Wo kann ich mir diese Postanweisung einlösen?
Ou est-ce que je peux

Where can I withdraw money with my Visa?

¿Dónde puedo retirar dinero con mi tarjeta Visa?
Wo kann ich mit meiner Kreditkarte Visa Geld abheben?
Ou est-ce que je peux retirer de l'argent avec ma carte Visa?

I need some change, please.

Desearía cambio, por favor.
Ich möchte Kleingeld.
Je voudrais de la monnaie, s il vous plaît.

I would like to send a telegram.

Quisiera enviar un telegrama.
Ich möchte ein Telegramm aufgeben.
Je voudrais expédier un télégramme.

How much will it cost to send this telegram?

¿Cuánto cuesta enviar este telegrama?
Was kostet dieses Telegramm?
Quel est le prix pour envoyer ce télégramme?

ESPAÑOL

As in English, there are six parts to a Spanish business letter. They are:

| | |
|---|---|
| El encabezamiento | heading |
| El nombre y la dirección | inside address |
| El saludo | greetings |
| El texto o mensaje | body |
| La despedida | closing |
| La firma | signature |

All parts, except for the headign are very similar in both languages. In Spanish, the heading consists of one or two lines. When writing from the country's capital, only one line is used. Example:

Caracas, 16 de abril de 1988

When writing from a city other than the capital, two lines are used. Example: Valparaíso, Chile
16 de abril de 1988

In Spanish as in English the styles of letters are:

| | |
|---|---|
| Bloque | Block |
| Semibloque | Semiblock |
| Escalonado o de entrada | Indented |

The punctuation of the inside address is refer to as abierta (opened) when there are no punctuation marks at the end of each line. When the inside address has some form of punctuation at the end of its lines, it is referred to as cerrada (closed).

Examples:

| | |
|---|---|
| Sra. Sofía Sánchez | Sra. Sofía Sánchez, |
| Calle Coromoto 12 | Calle Coromoto 12, |
| Caracas, Venezuela | Caracas, Venezuela. |

Some times certain details are added to the address to make it more clear. Some examples are : piso, (floor); altos, (upstairs); urbanización, (development) esquina, (corner); entre, (between); etc.

When the name of a street is a date, it is written with numbers. Example:

10 de Octubre 202

In this case the month is written with capital letters because it is the proper name of the street.

ESPAÑOL

ENCABEZAMIENTO

Avenida

Ruta

Calle

primero de enero de 1989

catorce de febrero de 1990

Ejemplos de encabezamiento:

Spartanburg, Carolina del Sur
16 de septiembre de 1988

SALUDO

Hola:

Estimado Señor: (Señora, Señorita)

Querida María,

Mi querida Juana,

Querida amiga,

Queridos amigos,

Señores: (Senoras, Senoritas)

DESPEDIDA

Cordialmente,

Con cariños,

Hasta pronto,

Afectuosamente,

Atentamente, Muy atentamente, De usted atentamente,

Sinceramente,

Respetuosamente,

1. 25 de junio de 1988

Estimada señora .....:

Gracias por su carta con fecha del 16 de junio. Nosotos tenemos los zapatos que usted ordenó y se los enviaremos muy pronto.

Atentamente,

2. 15 de septiembre de 1988

Estimado señor .....:

Sentimos tener que recordarle de nuevo que su cuenta # 368 está ya vencida. Favor de hacer referencia a nuestra carta anterior.

Atentamente,

3. 23 de junio de 1989

Querido .....,

Muchas gracias por tu carta del 18 de mayo. Siempre me alegra recibir tus cartas. Ahora estoy en la escuela y no tengo tiempo de escribirte, pero te escribiré otra vez este fin de semana.

Tu amiga,

4. 17 de marzo de 1990

Estimados señores:

Les estoy enviando un cheque por $10.60 para pagar mi subscripción a su revista.

Mi dirección es:

Avenida Luis García 21
Los Palos Altos
Caracas

Atentamente,

5. 24 de enero de 1989

Querido .....:

Mi nombre es ..... . Yo tengo ..... años. Yo tengo ..... hermanos y ..... hermanas. Yo vivo en ..... una ciudad en ..... . Yo asisto a la escuela secundaria ..... . Es una escuela muy buena.

Este año yo estoy estudiando ....., ....., ..... y ..... . Mi asignatura favorita es ..... . Aquí en los Estados Unidos nosotros comemos el almuerzo en la escuela. ¿Haces tú lo mismo en tu país o vas a casa para almorzar?

Nosotros tenemos muchas actividades despues de clases. Mi actividad favorita es ..... . ¿Participas tú en alguna actividad extracurricular en tu escuela?

Me gustaría que me escribieras. Por favor, escríbeme en inglés o en español y cuéntame de ti y de tu país.

Tu amiga,

6. 23 de febrero de 1989

Estimados señores:

Me gustaría recibir una muestra de su champú Pelolindo que está anunciado en la última edición de la revista "Entre Mujeres." Mi direccion es:

Calle Luz Caballero 98
Jovellanos, Matanzas

Atentamente,

7. 23 de febrero de 1989

Estimado señor:

En la última edición de su revista hay un anuncio del champú Pelolindo. Le apreciaría mucho que me enviara la dirección donde puedo comprar dicho champu.

Atentamente,

Dupre Drive
Spartanburg, Carolina del Sur 29302
23 de noviembre de 1987

Sr. Juan Doe y señora
Calle Maple Num. 254
Spartanburg, Carolina del Sur 29302

Queridos Señores Doe:

Una nota para dejarles saber que es un placer para mi tener a su hijo David en mi clase de español. El es un alumno muy bueno. El siempre tiene su tarea y no tiene miedo contestar o dar su opinión durante la clase. Sus trabajos escritos y orales son excelentes. Yo espero que él les muestre el tipo de trabajo que él hace.

Por favor, vengan a visitar nuestra clase algun día.

Sinceramente,

GERMAN (by Robin Johnson)

Headings: Ort und Datum

Avenue: Allee

Box: Postschliessfachnummer (Postfach Nr. 2879)

Street: Strasse (Str)

Weg

Date: den 1. Januar 1989

den 14. Februar 1990

Sample Heading:

Schillerstrasse 40

6000 Frankfurt am Main

---

den. 16. September, 1988

Greetings: Anrede

1. an Freunde oder Bekannte: Lieber Otto,

Liebe Sabine,

Lieber Herr Meyer,

Liebe Frau Freundlich,

Liebe Familie Schneider,

2. Geschäftsbriefe: an bestimmte Personen:

Sehr geehrter Herr Holzkopf,

Sehr geehrte Frau Grün,

Sehr geehrte Damen und Herren,

mit Titeln: Herrn Dr. Otto Müller,

Frau Professor Gertrud Weiss

Frl. Studienrat Maria Braun

an Firmen:

an die Frankfurter Bank

Herren Schmidt u. Müller, Gemüsehändler

Closings: Schlussformel

an Personen:

mit freundlichem Gruss

herzliche Grüsse

mit besten Grüssen

mit freundlichen Grüssen

und dann:

Dein Karl-Heinz

Deine Sabine

Euer Karl-Heinz

Eure Monika

Ihr Karl-Heinz Schuster

Ihre Monika Pfeifer

in Geschäftsbriefen:

Hochachtungsvoll

Mit vorzüglicher Hochachtung

Mit freundlichem Gruss

A

den 18. Mai 1988

Lieber Herr und Frau König,

ich möchte Ihnen kurz mitteilen, wie sehr ich mich freue, David in Deutsch II zu unterrichten. Er ist sehr gewandt, zuverlässig, und im Unterricht arbeitet gut mit. Sowohl seine schriftlichen als auch seine mündlichen Leistungen sind ausgezeichnet. Ich hoffe, dass er Ihnen gelegentlich seine Arbeit zeigt. Sie sind jederzeit herzlich willkommen, den Unterricht zu besuchen.

mit bestem Gruss!

1.

25. Juni 1988

Liebe Frau Müller,

besten Dank für Ihren Brief vom 16. Juni. Wir haben die Schuhe, die Sie bestellt haben, vorrätig und werden sie Ihnen umgehend zuschicken.

Hochachtungsvoll

2.

den. 15 September 1988

Lieber Herr Kohl,

wir beziehen uns auf bereits ergangene Mahnschreiben und sehen uns gezwungen, Sie noch einmal daran zu erinnern, dass Ihre Rechnung Nr. 368 mittlerweile überfällig ist.

Hochachtungsvoll

3.

23. 6. 1989

Lieber Harry,

vielen Dank für Deinen Brief vom 18. Mai. Ich freue mich immer darauf, von dir zu hören. Ich bin momentan in der Schule und habe wenig Zeit zum Schreiben, aber ich schreibe dir dieses Wochenende.

herzliche Grüsse

Dein

Robert

4.

17. März 1990

Sehr geehrte Herren,

Ein Scheck über 10.60 DM für das Zeitschriftsabonnement liegt bei.

Hochachtungsvoll

5.

1.24.89

Lieb___ _____,

Ich heisse _____. Ich bin _____ Jahre alt. Ich habe _____ Brüder und _____ Schwestern. Ich wohne in _____, eine Stadt in _____. Ich gehe auf _____, eine ausgezeichnete Schule. Dieses Jahr lerne ich _____, _____, _____, _____ und _____. _____ ist mein Lieblingsfach. Hier in den USA essen wir zu Mittag in der Schule. Und Du? Gehst Du mittags nach Hause? Der Unterricht beginnt um _____ , und um _____ gehen wir nach Hause. Die meisten Klassen dauern eine Stunde und wir gehen von Klassenzimmer zu Klassenzimmer, wo unsere jeweiligen Lehrer auf uns warten. Wir haben viele Aktivitäten nach der Schule. _____ habe ich am liebsten. Nimmst Du an solchen Activitäten teil? Ich möchte gerne von Dir hören. Schreib mir bitte in Englisch oder in _____ und erzähl mir von Dir und Deinem Land.

herzliche Grüsse

Dein(e)

6.

23. Februar 1989

Sehr geehrte Damen und Herren,

Ich möchte gerne ein Muster von dem Shampoo „Haarschön" zugeschicht bekommen, das in der letzten Ausgabe der Zeitschrift „Frauen unter sich" inseriert wurde.

Meine Adresse ist:

27 Ringstrasse

1000 Berlin

Hochachtungsvoll

7.

23. Februar 1989

An die Zeitschrift „Frauen unter sich"

Goethestrasse 35

6000 Frankfurt am Main

Sehr geehrte Damen und Herren,

In der letzten Ausgabe Ihrer Zeitschrift sah ich eine Reklame für „Haarschön" Shampoo. Ich wäre Ihnen sehr dankbar, wenn Sie mir mitteilen könnten, wo ich dieses Shampoo erhalten konnte.

mit freundlichem Gruss

meine Anschrift:

37 Bahnhofstrasse

2000 Hamburg

Documents: There are three. A small, penciled-in number in upper right corner identifies them: 1. Einzahlungsschein - Savings deposit slip

2. Rückzahlungsschein - Savings withdrawal slip

3. Telegramm - telegram form

Deutsche Bundespost = West German Federal Postal System

Numerous services are offered: postal services, telephone services, savings bank services

Parts of a letter:

Ort und Datum: place and date

die Anrede: greeting

der Brief: the letter

die Grüsse: salutation

die Unterschrift: name

Second person singular and plural personal pronouns are always capitalized.

A comma rather than an exclamation mark is now the acceptable punctuation in the greeting.

Thank you = Danke! Danke schön! Vielen Dank!

Welcome = Herzlich Willkommen!

Congratulations = Ich gratuliere!

Happy Birthday = Herzlichen Glückwunsch zum Geburtstag!

Merry Christmas = Fröliche Weihnachten!

FRENCH (by Betty Carver)

Heading: l'en-tête (See Note 1)

Avenue: Avenue

Box: Boîte postale (B.P.)

Route: Route

Street: Rue

January 1, 1989: le 1 janvier, 1989

February 14, 1990: le 14 février, 1990

SAMPLE HEADING: Exemple d'un en-tête

25, rue Monsieur -le-Prince
75006 - Paris

GREETINGS: La formule d'appel

Hello: Bonjour! Salut! (Very informal - only for close friends or relatives of the same age group)

Dear Sir: Monsieur

Dear Mrs.: Madame (If one knows the person - Cher Monsieur, Chère Madame, Chère Mademoiselle)

Dear Miss: Mademoiselle

My dear (name): (Last names are seldom used, see notes)

Dear friend(s): Cher ami, Chère amie, Chers amis (rarely chères amies) Cher collègue (co-worker)

Gentlemen: Messieurs

Ladies: Mesdames

CLOSINGS: La formule finale

Sincerely: See
Sincerely yours: Notes

Cordially: Cordialement vôtre

Love: Grosses bises. Bons baisers. Je t' (vous) embrasse (very informal - only for close friends or relatives of same age group).

Your friend: Ton ami(e). Amitiés (sincères) Amicalement

Respectfully: See Note 3

Affectionately: (Bien) affectueusement

BODY: le corps

SIGNATURE: la signature

Thank you: Merci (for-pour) or Je te (vous) remercie (for - de)

Welcome: Bienvenue (as in "Welcome to the U.S.)

Congratulations - Felicitations

Happy Birthday - Bon anniversaire

Merry Christmas - Joyeux Noel

NOTES:

1. Although some variations are possible, the following is a standard accepted form for the heading:

   The name and address of the sender are placed at the top left of the page, the city and date at the top right.

   The inside address is placed to the right below the city and date.

   The greeting is indented. • In a business letter, one may wish to state the purpose of the letter just above the greeting.

   Examples: Object: commande (order)
   or
   Object: demande d'emploi (request for a job)

   Names of months are never capitalized or abbreviated.

   The address - The street number is followed by a comma. Sometimes more than one building might have the same number. In that case the first one would be for example 25, and the second 25 bis., the third 25 ter, etc. Streets may be called Rue, Avenue, Boulevard, Allees (usually tree lined), Chemin, Place or Square (a square), Impasse (dead-end street), Quai (alongside a river or other body of water), etc. Streets are frequently named for famous people. A five digit postal code must precede the name of the city. The first two digits indicate the department, the last three the city and/or section of the city.

2. The most common greeting when writing a French letter is simply "Monsieur," "Madame" or "Mademoiselle". It may be preceded by Cher (masculine) or Chere (feminine) if one knows the person. Names are seldom used unless one knows the person well enough to use the first name: Cher Jacques or Mon cher Jacques, Chere Babette or Ma Chere Babette.

   In a business or formal letter one should use the

complete title of the person addressed:
Monsieur le Maire (the mayor), Monsieur le Chef du personnel (the personnel director), Madame la Directrice (directress of a school), etc.

3. Except in letters to family, a friend, or colleague one knows well, the closing of a French letter tends to be very formal and varies somewhat according to the social position of the addressee. It should also contain a repetition of the greeting.

Examples:

a) to a very important person:

Veuillez agréer, Monsieur le President, l'expression de ma tres haute considération.
(Please accept Mr. President, the expression of my high esteem.)

b) to a superior:

Je vous prie de croire, Monsieur le Directeur, à mes sentiments respectueux et dévoués.
(I beg you to believe, Mr. Director, in my respectful and devoted sentiments.)

c) to a supplier, businessman:

Recevez, Monsieur, mes salutations distinguées
(Receive, sir, my sincere greetings)

d) Other variations:

| 1 | 2 | 3 |
|---|---|---|
| Veuillez agréer | Monsieur | l'expression |
| Je vous prie d' agréer | Madame | l'assurance |
| Recevez | Messieurs | |

4

de ma consideration distinguée
de mes sentiments les meilleurs
de mes sentiments respectueux
de ma sincère reconnaissance

LETTER SAMPLES:

Mademoiselle Anne-Marie Lefevre
76, rue de la Poste
87000, Albi

Albi, le 23 Novembre 1987

Monsieur et Madame Jacques Dubois
35, avnue du Général de Gaulle
81000 - Albi

Monsieur, Madame,

Je vous envoie ce mot pour vous exprimer mom plaisir à avoir dans ma classe de francais II votre fils David. C'est un élève intelligent sur qui je peux toujours compter, et qui participe bien en classe. Son travail écrit et oral est excellent. J'espère qu'il partage avec vous ses succès scolaires.

Si vous désirez visiter notre classe, vous serez toujours les bienvenus.

Recevez, Monsieur, Madame, l'expresson de mes sentiments les meilleurs.

Anne Marie Lefevre

1

Monsieur Charles Gayrand
Directeur de ventes
Chaussures André
28, rue de Flandre
75019 - Paris

Paris, le 25 juin, 1988

Madame Yvonne Gabet
128, rue Lafayette
06004 - Nice

Madame,

Nous vous remercions de votre lettre du 16 juin. Nous avons bien les chaussures que vous avez commandees. Nous vous les enverrons sous peu.

En vous remerciant de votre commande, nous vous prions, d'agréer, Madame, nos salutations distinguées.

Charles Gayrand

2

Monsieur Gérard Foucault
Conforlux
39 bis, rue de Chateaudun
75009 - Paris

Paris, le 15 septembre, 1988

Monsieur Auguste Bailly
17, rue Marguettes
75012 - Paris

Monsieur,

Nos regrettons de devoir vous rappeler encore une fois votre facture no 368 qui est à present arriérrée. Veuillez vous reporter à notre correspondance ultérieure.

Dans l'espoir d'un règlement sans délai, nous vous prions d'agréer, Monsieur, nos salutations distinguées.

Gérard Foucault

3

Jean - Pierre Duclos
81, Bd. Carnot
31000 - Toulouse

Toulouse, le 23 juin, 1989

Cher Victor,

Je te remercie de ta lettre du 18 mai. C'est toujours un grand plaisir de recevoir de tes nouvelles. A présent je suis à l'école et je n'ai pas le temps d'écrire, mais je t'écrirai encore ce week-end.

Ton ami,

Jean - Jacques

4

Madame Jocelyne Baumont
152, route de Turin
06002 - Nice

Nice, le 17 mars 1990

Elle
100 rue Réaumur
75002 - Paris

Messieurs,

Veuillez trouver ci-joint un chèque de 55 francs en paiement de mon abonnement à votre revue.

Mon adresse se trouve ci - dessus.

Veuillez agréer, Messieurs, mes salutations distinguées.

Jocelyne Baumont

Joe Doe
237 Maple Street
Spartanburg, South Carolina 29302

Spartanburg, le 24 janvier, 1989

Cher .....

Je m'appelle ..... . J'ai ..... ans. J'ai ..... frères et ..... soeurs. J' habite à ....., une ville (dans) ..... . Je suis étudiant au Lycee ..... . C'est une tres bonne école.

Cette année, j'étudie ....., ....., ....., et ..... . ..... est ma matière favorite. Ici aux Etats - Unis nous déjeunons à l'école. Est-ce qu'on fait la même chose dans votre pays ou est-ce qu'on peut rentrer pour déjeuner?

Nos cours commencent à ..... heures et ils finissent à ..... heures. La plupart des cours durent une heure et nous devons changer de salle de classe pour rencontrer nos professeurs.

A notre lycée nous avons beaucoup d'activités extra-scolaires. Ma favorite est ..... . Participez-vous à de telles occupations à votre école?

J'aimerais recevoir de vos nouvelles. Ecrivez-moi s'il vous plaît, en anglais ou ..... . Et parlez-moi de vous et de votre pays.

Votre ami,

Joe

6

Mademoiselle Suzanne Mathieu
70, Place Aristide Briand
84100 - Carpentras

Carpentras, le 23 février 1989

Laboratoires Blanchard
12, rue Blaise Pascal
92000 - Neuilly-sur-Seine

Messieurs,

J'aimerais bien recevoir un échantillon de votre shampooing Jolicheveux pour lequel j'ai vu une réclame dans le dernier numero de "Entre Femmes."

Mon adresse se trouve ci - dessus.

Avec mes remercienments, je vous prie d'agréer, Messieurs, mes salutations distinguées.

Suzanne Mathieu

7

Mademoiselle Suzanne Mathieu
70, Place Aristide Briand
84100 Carpentras

Carpentras, le 23 fevrier 1989

Entre Femmes
175, Boulevard Montparnasse
75006 - Paris

Monsieur,

Dans le dernier numéro de votre revue, il y a une réclame pour le shampooing Jolicheveux. Je vous serais très reconnaissante de me dire ou je pourrais acheter ce shampooing.

Avec mes remerciements, veuillez agreer, Monsieur, l'expression de mes sentiments distingués.

Suzanne Mathieu

The following translates (roughly) into English the examples used in Spanish, German and French.

HEADINGS

Avenue:

Box:

Route:

Street:

January 1, 1989

February 14, 1990

Sample Heading:

Spartanburg, South Carolina
September 18, 1988

GREETINGS

Hello

Dear Sir:

Dear Mrs.:

Dear Miss:

My dear (name):

Dear friend (s):

Gentlemen:

Ladies:

CLOSINGS

Sincerely:
Sincerely yours:

Cordially:

Love:

Your friend:

(English translation of the letters on the previous pages).

1.

June 25, 1988

Dear Mrs. .....:

Thank you for your letter dated June 16. We do have the shoes that you ordered and we will be mailing them to you soon.

Sincerely,

2. September 15, 1988

Dear Mr. .....:

We are sorry to have to remind you once more of your bill # 368 that is now overdue. Please, refer to our previous letters.

Sincerely,

3. June 23, 1989

Dear .....,

Thank you for your letter of May 18. I always look forward to hearing from you. Right now I am in school and I don't have time to write, but I will write you again this weekend.

Your friend,

4. March 17, 1990

Dear Sirs:

Included is a check for $10.60 to pay for my subscription to your magazine.

My address is:

Sincerely,

** (For number 5 leave the blank spaces blank)

5. January 24, 1989

Dear .....,

My name is ..... . I am ..... years old. I have ..... brothers and ..... sisters. I live in ....., a city in ..... . I attend ..... high school. It is a very good school.

This year I am studying ....., ....., ....., ....., and ..... . ..... is my favorite subject. Here in the United States we eat lunch at school. Do you do the same in your country, or do you get to go home for lunch?

Our classes begin at ..... and they end at..... Most of our classes are an hour long and we have to walk to different rooms where our teachers are.

We have many extra curricular activities in our school. My favorite is ..... . Do you participate in any activities at your school?

I would like to hear from you. Please, write me in English or ..... and tell me about yourself and your country.

Your friend,

6. February 23, 1989

Dear Sirs:

I would like to receive a sample of your shampoo Prettyhair that is advertised on the last issue of the magazine "Between Women." My address is

Sincerely,

7. February 23, 1989

(Letter to a magazine)

Dear Sir:

In the last edition of you magazine there is an advertisement for Prettyhair shampoo. I would appreciate it very much if you could let me know where I can buy this shampoo.

Sincerely,

My address:

(Sample letter to parents to be written in the target language)

Dupre Drive
Spartanburg, South Carolina 29302
November 23, 1987

Mr. and Mrs. John Doe
254 Maple Street
Spartanburg, South Carolina 29302

Dear Mr. and Mrs. Doe:

Just a note to tell you how pleased I am to have David in my (name of class) class. He is a very bright and dependable student who always contributes to our class. His written and oral work are excellent. I hope he is sharing examples of his work with you.

Please, feel free to come to visit our class.

Sincerely,

Jane Smith

Evaluation:

There are different ways to evaluate students during the Letter Writing Unit. The letter(s) they write should be checked for correct spelling, grammar, style, etc. The students may also have tests consisting of objective or essay questions.

I have included here several sample questions in English. However, the tests you give should be in the target language. (See Spanish example).

I. You may use True or False questions to check understanding of the rules and comprehension of vocabulary.

Example:

1. The heading has one line.
2. It is proper to type a friendly letter.
3. You should cross out words when you make a mistake.
4. Most mail boxes in (name of country) are yellow.
5. The post office in (name of city) is opened twenty four hours a day.
6. You may buy stamps only at the post office.
7. The body of a letter contains what the writer wants to say.
8. You may send a telegram from your hotel room.

II. To check for understanding of the given rules, you may also give fill in the blank questions.

Example:

Write the name of the part of the letter in which each of the following is found:

1. July 10, 1991 =

2. I have been meaning to write you for a month...

3. Mary Smith =

4. Dear Gail, =

5. Sincerely, -

III. Give jumbled information and have the students address an envelope correctly.

IV. To further evaluate their writing you may give the students a topic and ask them to write about it.

Examples:

1. Give a handout with a paragraph and ask the students to write them in letter form, using direct or indirect discourse.

2. Ask the students to change the verbs in a letter from the present tense to another tense and vice-versa.

3. Give the students a list of facts to include in their letters.

Example:

Write Mr. Jack Smith. Tell him that you are looking for a job and you heard that he has an opening. Tell him your qualifications. Tell him you experience. Give him three references. Tell him that you will be glad to go for an interview next week. Add any other pertinent information.

4. Give the students a letter and ask them questions about it such as, What type of letter is it? What is the purpose of the letter, etc. Then have the students answer the letter.

5. Dictate the "rough" draft of a letter and have the students add pertinent details.

Español

Escriba el nombre de cada parte de esta carta.

(1)

10 de septiembre de 1986

(2)

Querido Juan:

(3)

.....
.....
.....
.....
.....
.....
.....

(4)

Muchos saludos de,

(5)

Felipe Santos

1. 2.

3. 4.

5.

Español

Escriba una carta a Josefina Pérez, una muchacha mejicana a quien usted conoció el año pasado en una visita a México. Cuando termine la carta, escriba el nombre y la dirección de Josefina en el sobre como si fuera a enviarlo.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

CELEBRITIES RESOURCE LIST

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Albany, New York 12247

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96 Mexico 10 D.F.

CATHERINE DENEUVE
c/o Artmedia
10 Ave. George V
75008 Paris, France

GOV. MICHAEL DUKAKIS
State House Room 360
Brookline, Mass. 02133

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c/o EMI Capital Records
1750 North Vine St.
Hollywood, California 90028

QUEEN ELIZABETH
Buckingham Palace
London, England

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P.O. Box 493
Malibu, California 90265

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Orange, California 92667

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Los Angeles, California 90069

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Cleveland, Ohio 44114

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51 West 52 St. Room 1331
New York, New York 10019

JAMES MICHENER
P.O. Box 125
Piperville, Pa 18947

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c/o Contemporary - Korman Artists
132 Lasky Dr.
Beverly Hills, California 90212

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MARTINA NAVRATILOVA
c/o Pro Sports, Management
16211 Spring Creek Road
Dallas, Texas 75248

TONY ORLANDO
c/o William Morris
151 El Camino Dr.
Beverly Hills, Californnia 90212

JACQUELINE KENNEDY ONASSIS
1040 5th Ave.
New York, New York 10028

DAN RATHER
CBS
51 West 52 St.
New York, New York 10019

PRINCE RAINIER III
The Palace
Principality of Monaco

GERALDO RIVERA
ABC
1330 Avenue of the Americas
New York, New York 10023

SYLVESTER STALLONE
Universal Studios
Universal City, California 91608

JAVIER SUAREZ
City Hall
3500 Pan American Dr.
Miami, Florida

LEE TREVINO
Lee Trevino Enterprises, Inc.
8515 Greenville Ave. Suite S 207
Dallas, Texas 75243

ALEX TREVECK
c/o Jeopardy
ABC
1330 Ave. of the Americas
New York, New Yorl 10019

SENATOR STROM THURMOND
U.S. Senate Office Building
Washington, D.C. 20510

MR. T
NBC - TV
300 Alameda
Burbank, California 91523

DIONNE WARWICK
6 West 57 St.
New York, New York 10019

BRUCE WILLIS
c/o Moonlighting
ABC - TV
2040 Avenue of the Stars
Los Angeles, California 90067

OPRAH WINFREY
c/o WLS - TV
190 N. State St.
Chicago, Illinois 60601

SUGGESTIONS FOR WRITING ASSIGNMENTS:

. List and explain some of the strong feelings and emotions you have had this past year and tell what were the cirsumstances.

. Define a word using all five senses.

. Write an explanation on one of the following:

a) How to study for a test.
b) How to lose weight.
c) How to forget someone you love.
d) How to remember vocabulary words.

. Using Shel Silverstein "If I Were in Charge of the World" as a model, write your own poem which reflects things you would do or change.

. Write an additional chapter to a book read.

. Write a questionnaire on an interesting subject. Survey your classmates. ("I.Q. tests" are also fun!)

. Write a menu for an enemy.

. Write rules for the foreign language class.

. Personify some abstraction or institution (intelligence, school, beauty, etc.) and write about it as if it were a person you know well.

. Tell a familiar story from another point of view.

. Write captions to pictures or cartoons.

. Become an object (a flower, a shoe, etc.) and write a typical day in your life.

. Tell the "real" story behind a story.
Example: Be Humpty Dumpty and tell what you were doing sitting on a wall.

. Interview a literary character.

. Begin a story and exchange papers with someone. Write the ending for the paper you receive.

Bibliography:

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Cloke, Marjane and Wallace, Robert. The Modern Business Letter Writer's Manual. New York: Doubleday and Company, Inc., 1969.

"Deutsche Bundespost,"
Published by the Federal Ministry of Posts and Telecommunicaltons. ABC Presse Information D - 4000 Dusseldorf.

Roman, Kenneth and Raphaelson, Joel. Writing That Works. New York: Harper and Row Publishers. 1981.

## EVALUATION

We all learn when we evaluate what we have done. I can be helped by your frank evaluation of the statments below pertaining to the LETTER WRITING UNIT only.

You are to indicate the extent to which you agree or disagree with the following statements by writing 4, 3, 2, or 1.

4 = I stongly agree with the statement.

3 = I agree more than I disagree with the statement.

2 = I disagree more than I agree with the statement.

1 = I strongly disagree with the statement.

Please, answer every item.

1. THIS UNIT WAS HELPFUL.
2. THIS UNIT MADE ME THINK IN THE TARGET LANGUAGE.
3. I LEARNED NEW EXPRESSIONS FROM THIS UNIT.
4. WRITING LETTERS WAS AN INTERESTING AND FUN WAY TO LEARN NEW CONCEPTS.
5. I ENJOYED THIS UNIT.

Answer the following questions:

1. LIST 3 SPECIFIC REASONS WHY YOU LIKED THIS UNIT.

2. LIST 3 SPECIFIC REASONS WHY YOU DISLIKED THIS UNIT.

3. LIST ANY CHANGES OR ADJUSTMENTS THAT YOU THINK SHOULD BE MADE TO THIS UNIT.